

DATE: September 12, 2002

TO: Federal Executive Board Members

FROM: Bonita Bernaugh, Chair
Greater St. Louis Federal Executive Board
Disability Awareness Program Council

The Greater St. Louis Federal Executive Board Disability Awareness Program Council is pleased to announce its annual Awards Program. This program promotes recognition of individual employees and Federal agencies that have furthered the goals of the Council's program.

This year's categories are: Employee With A Disability, "Path Smoother", Supervisor, Program Manager, and Agency. The nomination forms, award guidelines, and award descriptions are included in this package. You may also access the award forms via the Federal Executive Board's web site: www.stlouis.feb.gov.

We encourage your support by submitting nominations. This is an important opportunity to recognize deserving employees and agencies. **Nominations must be postmarked by October 8, 2002.** For more information, please contact Shirl Smith at (314) 894-5728 or Bonita Bernaugh (314) 260-2791.

We appreciate your cooperation and look forward to a strong participation from your agency.

Attachments (6)

**GREATER ST. LOUIS FEDERAL EXECUTIVE BOARD
DISABILITY AWARENESS PROGRAM COUNCIL**

AWARDS PROGRAM

AWARD CATEGORIES

Employee With A Disability – presented to an individual with a disability who has inspired others by his/her outstanding job performance.

Path-Smoother – acknowledges any federal employee whose support and efforts either in the workplace or the community have advanced the well being of employees with disabilities.

Supervisory -- recognizes the supervisor for observed, measurable performance in meeting his/her responsibilities in development/implementation of employment of individuals with disabilities.

Program Coordinator -- recognizes an individual whose efforts in programs and activities have promoted the employment and/or advancement of individuals with disabilities by doing more than just what is required by regulation.

Federal Agency Award-- presented to a federal agency for outstanding efforts to promote and enhance the employment of individuals with disabilities. Efforts to eliminate traditional employment barriers for employees with disabilities are significant.

Agency demographics will be used to give an overall view of the agency's position. The demographics should be submitted to include number of employees and the number of employees with disabilities as defined by Public Law. Additionally, the number of developmental opportunities or other career progression positions at the agency, by series, with the number of employees with disabilities selected for these positions are required.

GUIDELINES

Evaluation Period: **October 1, 2001 –September 31, 2002.**

Closing date: **postmarked October 8, 2002**

Nomination must be typed.

Submit original and two copies of the nomination form, along with a suggested award citation.

Use bullet format in areas that require further explanation.

Mail to: Greater St. Louis Federal Executive Board Disability Awareness Program Council
P. O. Box 844
H.W. Wheeler Station
St. Louis, MO 63188-0844

Do not list the nominee's academic or employment background unless it is relevant to the award category.

The nomination is invalid if: requested dates are not shown, inaccurate or incomplete information is included, and/or it is postmarked after the closing date.

Agencies or individuals submitting nominations are advised to follow agency policy with regard to obtaining necessary nomination concurrence. The Disability Council requires that all nominations will, at the minimum, have the advance approval of the nominee's immediate supervisor as verified by the supervisor's signature on the nomination form.

AGENCY AWARD

This award recognizes a Federal Agency, which has demonstrated significant initiatives and accomplishments in support of the employment of persons with disabilities. This includes recognition for outstanding efforts to promote and enhance employment of as well as efforts to eliminate traditional barriers for employees with disabilities.

AGENCY INFORMATION

Name of Agency:		
Agency Size:	<input type="checkbox"/> Less than 500 - Enter Agency Size: ____	<input type="checkbox"/> More than 500 - Enter Agency Size: ____
Agency Address:		
City:	State:	Zip:
NOTE: All agencies are encouraged to submit nominations regardless of agency size. Credit is awarded based on percentages, not actual figures.		
Head of Agency:		Agency Contact Point:
Telephone Number:		Date:
Agency Head Signature:		

AGENCY CHARACTERISTICS

Employment Plan Progress

Provide a narrative of employment plan (s) and/or accomplishment report (s), which identify significant achievement of employment plan goals:

Number of employees
promoted during evaluation
period. (grade and series)

Number of employees with
disabilities promoted (grade
and series)

Number of employees with
disabilities promoted above
second level of supervision
(grade and series)

Number of long-term training positions staffed during the evaluation period. (grade and series)

Number of employees with disabilities assigned to the long-term training positions during the evaluation period. (grade and series)

EMPLOYMENT PROGRAM SUPPORT

List the agency's participation/support in employment program functions (St. Louis Metropolitan Council for Employment of Individuals with Disabilities and agency programs, providing printing services, audiovisual equipment, speakers, etc).

COMMUNITY SERVICE

List the community activities the agency has sponsored or participated in which support of the persons with disabilities. Provide the following information for each one:

- ◆ Name of activity and/or organization sponsored
- ◆ Role of agency
- ◆ Dates of activity

ADDITIONAL INFORMATION

SUPERVISORY AWARD

This award recognizes the Supervisor for observed, measurable performance in meeting his/her responsibilities in development and implementation of assistance to employees with disabilities.

NOMINEE INFORMATION

NOMINEE		
Name:	Telephone Number:	Email:
Position/Title:	Series/Grade:	
Agency Name:		
Agency Address:		
City:	State:	Zip:
SUPERVISOR		
Name:	Title:	Telephone Number:
Signature:		Date:

GENERAL INFORMATION

Employees Supervised

Number, Title, Series, Grade Of Employees Supervised

List and explain actions supported and/or programs developed like cross training, upward mobility position, and development or implementation of individual development plan. Initiatives to increase job competitiveness and career development for employees with disabilities. Please provide the following information for each (use additional paper if needed.)

- ◆ Program Actions
- ◆ Dates Initiated
- ◆ Identify Results Of Actions And Noteworthy Accomplishments

JOB RELATED RECOGNITION

List any type of formal recognition that the candidate was awarded in his/her efforts to further the mission of the St. Louis Metropolitan Council For Employment Of Individuals With Disabilities. **List type of award and date received.**

OUTSIDE ACTIVITIES THAT CONTRIBUTE TO THE COUNCIL'S MISSION

List and explain actions such as: (use additional paper if needed)

- ◆ Involvement In Private Organizations
- ◆ Offices Held
- ◆ Committees Chaired
- ◆ Other Significant Responsibilities/Contributions
- ◆ Name/Phone Number Of Organization Official Who Can Be Contacted For Additional Information

ADDITIONAL INFORMATION

PATH SMOOTHER AWARD

This award recognizes any federal employee whose support and efforts either in the workplace or the community have advanced the well being of employees with disabilities.

NOMINEE INFORMATION

NOMINEE		
Name:	Telephone Number:	Email:
Position/Title:	Series/Grade:	
Agency Name:		
Agency Address:		
City:	State:	Zip:
SUPERVISOR		
Name:	Title:	Telephone Number:
Signature:		Date:

JOB RELATED RECOGNITION

List any type of formal recognition that the candidate was awarded in his/her efforts to further the mission of the St. Louis Metropolitan Council For Employment Of Individuals With Disabilities. **List type of award and date received.**

OUTSIDE ACTIVITIES THAT CONTRIBUTED TO THE COUNCIL'S MISSION

List And Explain Actions (Use Additional Paper If Needed)

- ◆ Involvement In Private Organizations
- ◆ Offices Held
- ◆ Committees Chaired
- ◆ Other Significant Responsibilities/Contributions
- ◆ Name/Phone Number Of Organization Official Who Can Be Contacted For Additional Information

ADDITIONAL INFORMATION

PROGRAM MANAGER AWARD

This award recognizes the Program Manager who has most significantly contributed to the overall concept and the goals and objectives of the St. Louis Metropolitan Council For Employment Of Individuals With Disabilities.

NOMINEE INFORMATION

NOMINEE		
Name:	Telephone Number:	Email:
Position/Title:	Series/Grade:	
Agency Name:		
Agency Address:		
City:	State:	Zip:
SUPERVISOR		
Name:	Title:	Telephone Number:
Signature:		Date:

GENERAL INFORMATION

List all accomplishments the Program Manager has made in area of equal employment opportunity such as projects completed or underway, workshops conducted affirmative action progress, etc. List only those duties related to employment of persons with disabilities.

List community activities the Program Manager has managed.

COUNCIL INVOLVEMENT

Date appointed as agency's representative to the Council:

Number of Council meetings attended:

Held An Office On Council:

- ☐ Yes Office Title _____
- ☐ No

List all actions the Program Manager took to support the Council.

ADDITIONAL INFORMATION

EMPLOYEE WITH A DISABILITY AWARD

This award recognizes an employee with a disability who has inspired others by his/her outstanding job performance.

NOMINEE INFORMATION

NOMINEE		
Name:	Telephone Number:	Email:
Position/Title:	Series/Grade:	
Agency Name:		
Agency Address:		
City:	State:	Zip:
SUPERVISOR		
Name:	Title:	Telephone Number:
Signature:		Date:

GENERAL INFORMATION

Describe the individual's job responsibilities and work performed and why it is considered to be outstanding. Provide examples of initiatives demonstrated which served as an inspiration to others.

List any community service and recognition.

List any agency recognition.

ADDITIONAL INFORMATION

DATE: September 12, 2002

TO: Federal Executive Board Members

FROM: Captain Kevin Schumacher, Chair
Greater St. Louis Federal Executive Board

SUBJECT: Disability Awareness Council Annual Training Seminar

The 2002 Disability Awareness Council Annual Seminar and Awards Program will be held Thursday, October 24, 2002 at Orlando's. *New Freedom for the 21st Century* is the seminar theme.

The program includes three sessions: a keynote address from Mr. John Foppe, motivational speaker and author of *What's Your Excuse? Making the Most of What You Have*. Betty Glenn, with Goodwill, will discuss the training and placement program for disabled individuals that Goodwill offers to federal agencies. Lee Henson from the University of Missouri-Columbia will speak on initiatives underway at the University to recruit and assist students with disabilities.

This seminar is designed for employees with disabilities, agency heads, managers, supervisors, personnel specialists, program managers, equal employment specialists and others with an interest in improving opportunities for persons with disabilities.

The cost for the seminar and breakfast is \$25.00. Please complete the enclosed registration form and mail it to the address provided on the form. **Registration must be received by October 18, 2002.** The training qualifies for agency support under the provisions of the Government Employees Training Act.

For more information, please contact Bonita Bernaugh, Chair, at (314) 260-2791.

Enclosure

**GREATER ST. LOUIS FEDERAL EXECUTIVE BOARD
DISABILITY AWARENESS PROGRAM COUNCIL**

**2002 ANNUAL TRAINING AND AWARDS SEMINAR
OCTOBER 24, 2002**

NEW FREEDOM FOR THE 21ST CENTURY

A G E N D A

7:30 a.m.	Registration
8:00 a.m.	Welcome Honor Guard Presentation National Anthem
8:15 a.m.	Breakfast Served
9:00 a.m.	Opening Remarks Mr. Ron Hindman National Archives and Records Administration Second Vice Chair, Federal Executive Board
9:15 a.m.	Mr. Lee Henson ADA Coordinator University of Missouri - Columbia
10:00 a.m.	Break
10:15 a.m.	Ms. Bettye Glenn MERS/Goodwill
11:00 a.m.	Keynote Address Mr. John Foppe Author, Motivational Speaker
11:45 a.m.	Awards Ceremony
12:30 p.m.	Acknowledgements and Closing Remarks

ORLANDO'S
4300 Hoffmeister
Highway 55 at Union, East Outer Road
St. Louis (314) 638-6660